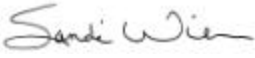


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| Maricopa County Policies and Procedures | Subject: Budgeting for Results Accountability Policy Number: B1001 Issue Date: 06/94 Latest Revision: 12/00 |
| Approved:  | Initiating Department: Office of Management & Budget |

A. Introduction

According to A.R.S. §42-17106, the County may not incur expenditures in excess of the amounts appropriated by the Board of Supervisors in the annual budget. The purpose of the Budgeting for Results Accountability Policy is to provide Departments/Special Districts with flexibility in managing their allocated public resources to achieve program results, while upholding accountability for spending within legal appropriations.

B. Definitions

Appropriation: Authorization by the Board of Supervisors/Board of Directors to incur expenditures for a specific purpose, defined in Maricopa County as total expenditures by Department/Special District and fund; "budget items" as referenced in A.R.S. §42-17106.

Department: All County Departments, including Elected Official Offices, Court Departments, and Appointed Departments.

Detailed Budget: Budget allocation within an appropriation by month, organization unit, program/activity/service, object/source, and position.

Special District: All Maricopa County Special Districts, including the Flood Control District, Library District, and Stadium District.

C. Policy Guidelines

1. Budgets shall be appropriated and controlled by the Board of Supervisors/Board of Directors at the level of Department/Special District and fund and, where applicable, by capital improvement project.
2. Appropriation levels are not guaranteed from one fiscal year to the next. Each year, appropriation amounts for each Department/Special District and fund shall be recommended by OMB for approval by the Board of Supervisors/Board of Directors, based on detailed reviews of spending needs, priorities, expected results, and available funding.
3. Departments/Special Districts shall develop and maintain detailed revenue and expenditure budgets that will be loaded into the main financial system. Detailed budgets will be prepared by month, organization unit, object/source and position according to instructions developed by the Office of Management and Budget. *Beginning in FY 2002-03, detailed budgets will also be allocated to programs and activities.* Detailed budgets shall exactly equal Board appropriations.
4. Appropriations shall be changed during the fiscal year only with Board of Supervisors/Board of Directors approval, with the exception of grants approved by the Board in the previous fiscal year and carried over into the new year. The Office of Management and Budget may approve appropriation adjustments for carried-over grants if the Board of Supervisors/Board of Directors previously appropriated the grant, and the Department of Finance certifies the carried-over grant balance.
5. The Board of Supervisors/Board of Directors must approve all changes in capital improvement project appropriations. All requests for project appropriations must be accompanied by a request for Board approval to amend the five-year capital improvement program, or by notification that an amendment is not required. Capital improvement project appropriations do not need to be adjusted so long as project overruns do not exceed 10% or \$1,000,000, whichever is less (refer to item 12).

6. In order to maximize results, Departments/Special Districts will have the flexibility to reallocate their detailed budgets for the remainder of the current fiscal year within appropriations approved by the Board of Supervisors/Board of Directors. Budgetary flexibility is accompanied by the responsibility to produce expected results while absorbing unanticipated spending increases. If a Department/Special District requests an appropriation increase or contingency transfer for an unanticipated spending increase, the Board of Supervisors/Board of Directors shall determine whether the department will be controlled according to its detailed budget. The Office of Management and Budget shall validate that all detailed budget adjustments balance and reconcile to appropriations set by the Board of Supervisors/Board of Directors.
7. All positions must be fully funded and budgeted in accordance with the *Funded Positions Policy (B3001)*. In order to create new positions, departments/special districts must first verify full-year funding. If a position loses funding, it shall be identified and eliminated.
8. Departments/Special Districts shall recommend for approval any agreements that commit the County/Special District to expenditures for which funding is not identified in future years. Departments/Special Districts shall verify funding for all purchase requisitions or other contracts or agreements.
9. Department/Special District expenditures and revenues shall be monitored and reported on a monthly basis throughout the fiscal year. The Department of Finance shall prepare and submit to the Board a comprehensive monthly analysis of budget variances by Department/Special District and fund, and will investigate any negative year-to-date variances.
10. Any Departments/Special Districts for which the Department of Finance reports a negative year-to-date expenditure or revenue variance must provide a written explanation and corrective action plan to the Department of Finance and the Office of Management and Budget. The Office of Management and Budget and the Department of Finance will review and approve all corrective action plans, and report them to the Board once they are finalized.
11. If there is a significant risk that a Department/Special District will exceed its annual appropriation, the Board of Supervisors/Board of Directors may place restrictions on the ability of a Department/Special District to adjust its detailed budget, and may also control its expenditures according to the detailed budget.
12. Departments/Special Districts shall not exceed their expenditure appropriations. Departments/Special Districts shall be required to reduce expenditures to offset any revenue shortfall. Departments/Special Districts may expend up to 10% or \$1,000,000 (whichever is less) over budget for a specific capital improvement project, so long as overall expenditures do not exceed the Department/Special District fund appropriation.
13. At the close of the fiscal year, the Department of Finance will prepare and submit to the Board of Supervisors/Board of Directors a comprehensive report of all audited actual expenditures relative to all Department/Special District appropriations. The report will include an explanation of each instance in which expenditures exceed appropriations by the Board of Supervisors/Board of Directors.
14. If a Department/Special District exceeds its annual expenditure appropriation, its expenditures will be reviewed by Internal Audit. Internal Audit will review the Department/Special District's expenditures, identify the causes of the overrun, and report its findings to the Board of Supervisors/Board of Directors.
15. A Department/Special District that exceeds its expenditure appropriation shall be appropriated and controlled according to the specific line-items in its detailed budget for the entire succeeding fiscal

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| Maricopa County Policies and Procedures | Subject: Budgeting for Results Accountability Policy | Number: B1001 |
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year, and any changes in the detailed budget shall require Board of Supervisors/Board of Directors approval.

16. The Board of Supervisors/Board of Directors may reduce a Department or Special District's appropriations for the subsequent fiscal year by an amount equal to the overrun in the previous fiscal year. In the event of such an overrun, the Office of Management and Budget will automatically submit an agenda item to the Board of Supervisors/Board of Directors to implement the budget reduction.